

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name DCF	9. Position Number ??	10. Budget Program Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Computer Operator II
3. Division ITS	12. Proposed Class Title	
4. Section Application Development	13. Allocation	
5. Unit Computer Operations	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee	15. By Approved	
7. (Circle appropriate time) Full Time Perm Inter Part Time X Temp % 49	16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 3:30 PM AM/PM To: 12:00 AM AM/PM	17. Position Reviews Date: By:	

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

The positions' goal is to facilitate production batch processing through the Operations section of ITS. This includes all major systems such as but not limited to KAECSES, KSCARES, CSS, KMIS, FARMS/STARS, SMART, Personnel, LIEAP, FACTS, etc..... Updates and/or monitors the Jobtrac Schedule of production batch jobs (daily). Update, monitor and/or maintain the Network Data Mover. Ongoing review of current documentation, software and hardware manuals and provide updated information as required. Staff operates various remote terminals, data storage devices, high speed and laser printers and personal computers used for processing data. Maintains logs of operational problems in the processing of data. Analyzes and responds to messages, commands and production abends using knowledge of JES2 (Job Entry System) and JCL (Job Control Language).

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Jim Johnson

Title: Computer Operations Supervisor

Position Number: K0109836

Who evaluates the work of an incumbent in this position.

Name: Jim Johnson

Title: Computer Operations Supervisor

Position Number: K0109836

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

- a) The work of this position is governed by the deadlines of the daily production batch processing schedule and distribution of computer generated reports.
- b) General supervision and some instruction will be received by employee. Guidelines are provided by agency operations procedures.
- c) Daily batch processing schedules and memos will detail assignments. On most assignments, operators will be free to develop their own work sequence.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
- (X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- () Major program failure, major property loss, or serious injury of incapacitation.
- () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M	
1.	70%	E	Ensures proper set up of production and test batch jobs for processing. This includes all input data and control cards. This is done through the use of Roskan, TSO, Network Data Mover, uploading or downloading data from the Mainframe using a personal computer and knowledge of Job Control Language (JCL) used on the mainframe. Tracks outside agency data used in batch processing (KES, EDS, SSA....). Submits, monitors, and obtains printouts for production jobs, user submitted jobs, and programmer jobs. This is accomplished by using TSO/SDSF, ROSKAN, JOBTRAC, JES2 (Job Entry System), JCL (Job Control Language) and SAR/EXP (Sysout Archival Retrieval System/Express Delivery) commands to complete user assignments and daily production schedules.
2.	10%	E	Produces and distributes computer generated reports and printouts to users and programmers in order to insure delivery of up-to-date information. This is accomplished by using cut sheet and laser printers.
3.	10%	E	Determines operational problems and contacts programming staff and/or data control personnel to inform them of abnormal job termination (ABENDS) and performs corrective action requested by same. Performs backout and restore procedures for the Databases and routine JCL corrections using knowledge of JES2 and JCL Standards.
4.	5%	E	Maintains log books of downtime and production abends in order to maintain accurate records for use for reference by programmers, operators and/or supervisors.
5.	5%	M	Complete timesheets, attend team and staff meetings, misc. training and other general administrative type task that are on-going and should take a minimal amount of time.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Consequences of not performing the essential functions could result in downtime to field staff that serve clients in need. Incorrect data, dates and codes in production processing could result in corrupted information concerning all staff and clients in DCF, payments to clients could be late or not paid or overpaid within all DCF programs (MMIS, Monthly Payments, Food Stamps, Foster Care, Child Support....). The issuance of incorrect benefits to clients and the loss of Agency data could also result in the loss of Funds and Federal Sponsored programs. Delays could cause reruns and loss of critically needed data for processing.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with users, programmers, operators and outside agency personnel including vendors concerning production run setup, production processing and procedures, tape management system, documentation and manuals. Also assists in contacts with administrative, technical, program and field staff of the agency and administrative staff from other agencies.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Eye, back and neck strain from the use of PC, Computer terminal and sitting for long periods. Back strain from lifting, moving and transporting computer paper (up to 52 lbs as needed).

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Personal Computers	Daily
Equipment Cart 2-shelf	Daily
Telephone	Daily
Cut-sheet / LAN / Laser printer	Daily
Copier Machine	Daily

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

High School Diploma or equivalent. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Experience in reading and updating control cards within a program by understanding JCL (Job Control Language). Experienced with ability to diagnose, solve and/or communicate production batch job problems. Experience in Data Processing Operations and related computer equipment. Experienced to determine, set and follow work priorities and work load/flow. Ability to communicate effectively both orally and in writing. Experienced with the principles and methods used in obtaining maximum utilization of computer equipment. . Experience with various large mainframe printers. Ability to handle large print jobs and any related print and/or printer failures.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

This work requires light to medium physical exertion. The employee will be required to perform handling activities of light to medium weight, easily moved items (IE: books, offices supplies, computer paper (up to 55 lbs). Computer paper is handled daily to load and print computer generated reports for DCF users and clients. Requires the changing of toner and developer on IBM printers.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Follow standard operating procedures in the operation, setup and controlling of electronic computer and peripheral equipment.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date